

## **Massachusetts Title 5 System Inspector and Soil Evaluator RENEWALS – General Information and Frequently Asked Questions (FAQs)**

According to Title 5 (310 CMR 15.000), all System Inspectors (SIs) and Soil Evaluators (SEs) are required to renew their approval on a three-year cycle. After your first renewal, you must obtain 10 hours of approved training contact hours (TCHs). In order to maintain your SI and/or SE approval, you must submit a renewal form, proof of 10 TCHs (not if first renewal or inactive) and a fee (\$100) by your approval expiration date.

A reduced renewal fee of \$75 has been authorized for SIs/SEs who are Board of Health employees. To be eligible, you must be a **municipal employee** and **serve as a Board of Health inspector, health agent, or director**. Volunteer Board members and private contracted agents/inspectors are NOT eligible.

### ***When will I receive my renewal application?***

All SIs/SEs will receive their renewal application approximately 3 to 4 months prior to their approval expiration date.

### ***If I am both a SI and SE, should I send in \$100 for each separate renewal application?***

Yes. Submission of the renewal form, along with the renewal fee, and proof of TCHs (if *subsequent* renewal), is required of all SIs/SEs who wish to renew. If you are currently an approved SI AND SE, you will receive and must return a **separate** renewal form and fee for EACH approval. NEIWPCC must receive both forms and fees by the approval expiration date; otherwise, an additional late fee will apply and approval will be subject to revocation.

### ***Do I need to submit 10 Training Contact Hours (TCHs) with my renewal application?***

If this is your **first** renewal, TCHs are NOT required. If this is a *subsequent* (2<sup>nd</sup>, 3<sup>rd</sup>, etc.) renewal, you **WILL** need to provide proof that you have obtained the required approved 10 TCHs by your approval expiration date. These TCHs must be acquired during the 3-year period prior to the approval expiration date.

### ***If I am both a SI and SE, do I need to obtain 10 TCHs for each?***

If you are both a SI and SE, and this is a *subsequent* (2<sup>nd</sup>, 3<sup>rd</sup>, etc.) renewal, you will be required to obtain 10 TCHs for both approvals. You may submit the same 10 TCHs **IF** the classes were approved for both SI and SE. Classes that are approved for both SIs and SEs will be designated as “SI/SE” on the list of approved classes. If only one is listed (either “SI” or “SE”) then that class is approved for ONLY that one. Listings of approved classes are available on the NEIWPCC website at: <http://neiwpcc.org/our-programs/wastewater/mass-title-5/approved-title-5-tch-courses/>

### ***Can someone take the same course during the renewal period for TCH credit?***

NO. A SI or SE cannot take the same course during the 3-year renewal period for TCH credit for their renewal.

### ***Is NEIWPCC tracking the TCHs from approved classes so that documentation will not be required to be submitted with my renewal?***

NO. As there are many different training providers that have been approved for their courses, NEIWPCC does not have the ability to track and record all completed training. Therefore, each approved SI and SE is responsible for tracking their own TCHs obtained during their renewal period. This should be done by keeping the certificate of attendance that is given to you after you complete a class.

### **Where can I obtain a list of the approved courses for TCH credit?**

Approved classes for TCH credit are listed here: <http://neiwpcc.org/our-programs/wastewater/mass-title-5/approved-title-5-tch-courses/>. Information on classes is updated on a regular basis, as classes are submitted by training vendors and approved by NEIWPCC.

### **What if I attended a program that is not approved?**

Information on program approval may be obtained on the NEIWPCC web site at: <http://neiwpcc.org/our-programs/wastewater/mass-title-5/approved-title-5-tch-courses/>. If the program or class you attended is not on the approved list, no TCHs can be granted. Attendees are free to contact the training vendor to request that they download the Request for TCH Approval/Evaluation form and submit all required. The TCH approval form along with program information must be submitted by the training vendor ONLY (not the attendee) to NEIWPCC for review by the Onsite Advisory Committee.

### **What if I am currently approved and a renewal application was not received?**

You should verify that the address NEIWPCC has on file for you is correct/current by contacting NEIWPCC at [title5@neiwpcc.org](mailto:title5@neiwpcc.org).

### **What if only one application form was received but I am both a SI and SE?**

The proper form must be submitted for each renewal. If this is your *first* renewal, these forms can be downloaded at: <http://neiwpcc.org/our-programs/wastewater/mass-title-5/title-5-forms/>. If this is a *subsequent* (2<sup>nd</sup>, 3<sup>rd</sup>, etc.) renewal, please contact NEIWPCC at [title5@neiwpcc.org](mailto:title5@neiwpcc.org).

### **As a MA Registered Sanitarian, Professional Engineer (Civil, Environmental or Sanitary) or Certified Health Officer who has been pre-approved as a SI, do I need to renew my approval?**

**YES.** You must renew your approval in the same manner as all others who have become MA Title 5 System Inspectors.

### **Is there a reduced renewal rate for government employees?**

**YES.** The Onsite Advisory Committee has authorized a reduced renewal fee of \$75 for SIs and SEs who are Board of Health employees. To be eligible you **MUST** be a municipal employee and serve as a Board of Health inspector, health agent or director. Volunteer Board members and private contracted agents/inspectors are NOT eligible. If you are eligible and are both SI and SE, the combined discounted renewal fee is \$150. To receive the discount, proper verification in the form of a letter from either a Board of Health office or Town Clerk **MUST** accompany the completed renewal application.

For additional information, contact:

<p>Title 5 Hotline <b>NEIWPCC</b> 650 Suffolk Street, Suite 410 Lowell, MA 01854 978-323-7929 <a href="mailto:title5@neiwpcc.org">title5@neiwpcc.org</a></p>	<p>Christina Stringer, Director Wastewater and On-Site Programs <b>NEIWPCC</b> 650 Suffolk Street, Suite 410 Lowell, MA 01854 978-349-2513 <a href="mailto:cstringer@neiwpcc.org">cstringer@neiwpcc.org</a></p>	<p>Shelly Jenkins Title 5 Renewal Coordinator <b>NEIWPCC</b> 650 Suffolk Street, Suite 410 Lowell, MA 01854 978-349-2516 <a href="mailto:mjenkins@neiwpcc.org">mjenkins@neiwpcc.org</a></p>
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For more information, visit the Title 5 renewals section on our web site at: <http://neiwpcc.org/our-programs/wastewater/mass-title-5/title-5-renewals/>.